

Faculty & Staff Regalia Order Form for May 2025 Commencement

-TO ENSURE YOUR ORDER IS RECEIVED, please email your order to axr178@case.edu. You will receive a confirmation email when your order is processed. If you do not receive a confirmation within 2 business days, please call us at 216.368.2650 or 1-800-825-2650.

-Orders can be picked up at 11434 Uptown Ave, Cleveland, OH 44106 or shipped (Regular UPS) for \$8.99 until May 5th 2025

-The deadline for placing orders is WEDS., APRIL 23, 2025. A late charge of \$10.00 will be assessed after May 1st. Additional shipping charges may apply.

-All rentals must be returned to the Case Bookstore by WEDNESDAY, MAY 21, 2025. After this date, a late fee may be applied to the credit card or departmental requisition.

Questions? Please call the bookstore at 216-368-2650 or e-mail Ann Rossi, Mgr. @axr178@case.edu

Cap and Gown Rental Information

	<u>Cap & Gown Only</u>	<u>Hood Only</u>	<u>Complete Regalia</u>
Bachelor	\$41.98 (\$45.34)	\$45.98 (\$49.66)	\$87.96 (\$95.00)
Master	\$47.98 (\$51.82)	\$47.98 (\$51.82)	\$95.96 (\$103.64)
Doctoral	\$53.98 (\$58.30)	\$53.98 (\$58.30)	\$107.96 (\$116.60)

Name -- _____

Cap --Regular hat size or circumference of head in inches: _____

Gown--Height: _____ ft. _____ in. Approximate weight: _____ lbs.

Hood --Exact Wording of Your Highest Degree: _____

College/University Where Degree Was Earned: _____

College/University City and State: _____

Customer Information

1. This order is for: Faculty/Staff ___ Presenter/Parent___ Graduate Name _____

2. Who will pick up this order: _____

3. Telephone: _____

4. Payment Options:

As of January 1, 2020, we can no longer process credit card payment unless the physical card is presented at the store. Please choose from one of the options below: (please check one)

Pay at pick up (Store Hours: M-F 10am-5pm)

Speed Type Name on Account: _____ Department: _____

Speed Type Account Number _____ Telephone _____

PLEASE FILL OUT COMPLETELY AND RETURN/EMAIL TO THE BOOKSTORE BY Wednesday, April 23, 2025